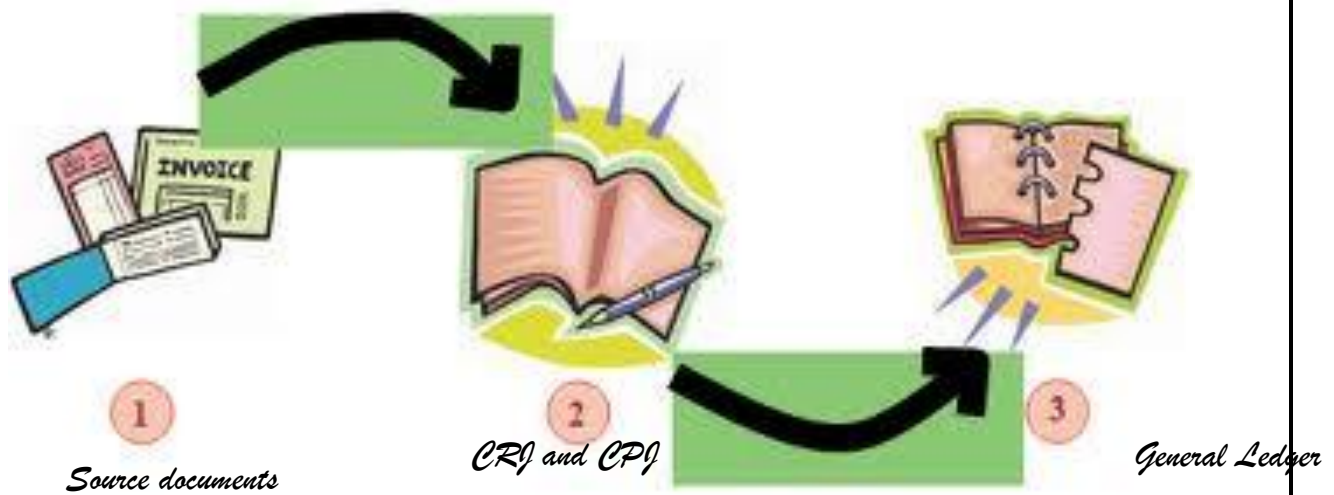




## Grade 8 Accounting – an introduction to the General Ledger



Name:	
Class	

**Theory Revision:**

**In your own words, briefly explain the difference between an Asset and an Expense.**

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**Use the columns provided to categorize the following accounts into: Assets; Expenses; and Incomes.**

**Vehicles, Current Income, Drawings, Equipment, Electricity, Stationery, Advertising, Land and Buildings, Bank, Materials, Telephone, Wages, Rent received, Interest Received**

<b>ASSETS</b>	<b>EXPENSES</b>	<b>INCOMES</b>

### Journal Exercise One:

You are appointed the bookkeeper of Zoots Pre-School. Draw up the CRJ and the CPJ for the month of May 2011.

Their fees are as follows:

Full day fees: R1800 per month

Half day fees: R1000 per month

May 2011

- 1 Owner R. Eberlin invested R100 000 in the pre-school. Issued her receipt No. D30.  
Received one month's fees from Mrs Solomon. Her child attends for the full day. Issued her receipt D31.
- 2 Mrs Goldberg paid half day fees for the month. Issued her receipt D32.
- 3 Bought groceries from Shoprite for the week for the pre-school, R1650. Paid by cheque No. 54.  
Paid rent for the month to Remax, R8500 by cheque 55.
- 7 Cashed cheque 56 to pay wages, R1800.
- 9 Paid Baby & Co R560 for nappies and R1100 for a new cot. Paid by cheque 57.
- 12 Psychologist D.Kessler, who rents a room at the pre-school, paid his rent for the month to Zoots, R2300. Issued him receipt D33.  
Issued receipt D34 to Mrs Geffin, whose child attends full day, for payment of fees.
- 14 Cashed a cheque to pay wages, R1800.
- 17 Received fees from Mr Roup for a new child who is only paying for half a month, but will attend full day.
- 22 Paid electricity and water, R300, to the City Council.
- 28 Cashed a cheque to pay wages, R1800.
- 30 Received fees for April and May from Mrs Wilensky whose child attends full day.  
Paid teacher, M Cohen, his salary of R6500 by cheque.

**Cash Receipts Journal of Zoots Pre-School for May 2011**

Doc	Day	Details	Fol	Analysis	Bank	Current Income	Sundry Accounts	
							Amount	Details

**Cash Payments Journal of**

Doc	Day	Details	Fol	Bank	Wages and Salaries	Equipment	Sundry Accounts	
							Amount	Details

## Journal Exercise Two:

Use the information given below to draw up the following in the books of **Ramjee Cleaners** using the journals provided:

Transactions for **October 2012**:

- 1 D. Ramjee won R900 000 in the national lottery. She decided to invest  $\frac{2}{3}$  of the winnings in a dry cleaning business, Ramjee Cleaners. The amount was deposited into the current banking account of the business. Receipt 001 was issued.
- 2 Paid R830 to the City of Cape Town by cheque 001 for the trading licence.  
Bought the following from Marais Traders:  
5 x washing machines @ R2 200 each  
3 x tumble driers @ R1 500 each.
- 4 Bought materials from Makro Stores, R1 350 and paid by cheque.
- 5 Cash received for services rendered, R2 750.
- 7 Paid the wages of the three employees by cashing a cheque. Each employee earns R1 750 per week.
- 8 Received a cheque from Fish Hoek High School for the following services rendered:  
10 x shirts washed and dried at R23 each  
20 x blankets dry-cleaned @ R27 each  
7 x towels washed and dried at R52 each
- 11 Bought pens, pencils and receipt books from CAN Stationers and paid by cheque, R385.
- 14 Paid the weekly wages by cheque (refer to day 7).
- 15 Cash received for services rendered, R21 365.
- 17 The owner D. Ramjee sent a business cheque to Telkom for the following:  
R750 for the business telephone account  
R500 for personal telephone account
- 22 Paid the weekly wages of the three employees by cheque. Each of the employees received an increase of R50 per week.
- 23 Sent a cheque for R1 300 to Yu Tom Traders for the following:  
Materials R1 220  
Stationery R80

**Cash Receipts Journal of Ramjee Cleaners for October 2012**

Doc	Day	Details	Fol	Analysis	Bank	Current Income	Sundry Accounts	
							Amount	Details

**Cash Payments Journal of Ramjee Cleaners for October 2012**

Doc	Day	Details	Fol	Bank	Materials	Wages	Sundry Accounts	
							Amount	Details

**The Accounting Equation:**

<b>Assets</b>	<b>=</b>	<b>OE</b>	<b>+</b>	<b>Liabilities</b>
<b>Current Assets:</b> Trading stock Debtors Control Bank	=	Capital and Drawings	+	Creditors and Loans
<b>Non-current Assets:</b> Land and buildings Vehicles Equipment	=	Income and Expenses	+	

<b>Assets</b>		<b>=</b>	<b>Owner's Equity</b>		<b>+</b>	<b>Liabilities</b>	
<b>Effect</b>	<b>Reason</b>		<b>Effect</b>	<b>Reason</b>		<b>Effect</b>	<b>Reason</b>

1. The owner of PV Limited contributed R100 000 towards capital
2. PV Limited bought equipment for R10 000
3. PV Limited bought Trading Stock for R50 000
4. The owner took R5 000 for personal use
5. Earned R12 000 for services rendered
6. Bought Stationery for R1 500

Complete the following table below:  
**EG: Bought a vehicle for R15 000**

1. Owner deposited R60 000 as his capital contribution
2. Paid Telkom R315 for telephone account
3. Bought Trading Stock for cash, R2300
4. Owner drew a cash cheque to put fuel in his car, R110
5. Got a loan from bank, R20 000

	<b>Assets</b>		<b>Owners' Equity</b>		<b>Liabilities</b>	
EG	- 15000	<i>Bank</i>				
	+ 15000	<i>Vehicle</i>				
1						
2						
3						
4						
5						



# The General Ledger

A ledger account is also known as a T account.

DR		<b>Account Name</b>								CR
Mth & year	Day	Details (name of opposite account)	Fol	Amount	Mth & year	Day	Details (name of opposite account)	Fol	Amount	

## The general ledger is divided into 2 sections

### 1. The Balance Sheet Section

This includes:

Capital	)	<b>Owner</b>
Drawings	)	
Land and Buildings	)	
Equipment	)	<b>Fixed Assets</b>
Vehicles	)	
Bank	)	
Petty Cash	)	<b>Current Assets</b>
Cash Float	)	

### 2. The Nominal Section

This includes:

- All incomes  
(eg: Current Income and Rent Income)
- All Expenses  
(eg: Wages, Stationery, Telephone or materials)

## Posting

Dr stands for **DEBIT** and is the LEFT HAND SIDE of the account.

Cr stands for **CREDIT** and is the RIGHT HAND SIDE of the account.

## How do we know when to Debit and when to Credit?????

All Eskimos Do

Like Ice Cream

Assets Expenses Drawings  
(Increase on the debit side)

Liabilities Income Capital  
(Increase on the credit side)

The process:

1. Transactions take place; these are recorded on the source documents including: a cheque counterfoil and a duplicate receipt.
2. The source documents are then recorded in either the Cash Receipts or the Cash Payments Journal.
3. The journals are posted to the General Ledger. As each and every transaction is recorded in the journals, they can become quite big and, and impossible to work with. As a result, the information in the journals is **posted** (transferred) to the General Ledger. As only the journal totals are posted (in most cases), the General Ledger is far smaller and in fact a monthly summary of all the transactions.

## Posting the Cash Receipts Journal MADE EASY...

### Cash Receipts Journal of Middle School Traders for February 2012

Doc	Day	Details	Analysis	Bank	Current Income	Amount	Details
1	1	M. Normal	<u>10 000</u>	10 000		10 000	Capital
2	5	Cash	<u>200</u>	200	200		
4	15	Cash	<u>300</u>	300	300		
				12 200	500	11 700	

#### The Missing Transaction:

Received an amount of R1 700 from our tenant, Mr. IR Tenant on 10<sup>th</sup> February issued receipt 3.

Dr (-)								Capital		Cr (+)	

Dr (+)								Bank		Cr (-)	

Dr (-)								Current Income		Cr (+)	

Dr (-)								Rent Income		Cr (+)	

By posting the totals only we summarize the journal in the **General Ledger**

### Cash Payments Journal of Middle School Traders for February 2012

Do c	Da y	Details	Bank	Wages	Materials	Amount	Details
1	1	Telkom	690			690	Telephone
2	4	Makro stores	450		450		
3	5	Cash	900	900			
5	14	Cash	900	900			
			3 940	1 800	450	1 690	

**Fill in the missing transaction:**  
On 9 February Issued cheque 4 for R1 000 to the Municipality for electricity.

Dr (+)		Bank						Cr (-)	

Dr (+)		Wage						Cr (-)	

Dr (+)		Materials						Cr (-)	

Dr (+)		Telephone						Cr ()	

Dr (+)		Electricity						Cr ()	

**Remember...**  
*The Journal records each transaction.*  
*The Ledger is a summary of the journal.*

## Posting to the General Ledger:

When we post to the General Ledger we are in fact summarizing journals, therefore we need only post the totals of each column and not each entry, except in the sundry column, where we need to post each amount.

### Cash Receipts Journal of Smart Shoe repairs for June 2012

Doc	Day	Details	Fol	Analysis	Bank	Current Income	Sundry Accounts	
							Amount	Details
23	1	Malambo		<u>10 000</u>	10 000		10 000	Capital
24	6	Cash		4 000		4 000		
25		R. Lazy		<u>500</u>	4 500	500		
					14 500	4 500	10 000	
					Dr	Cr	Cr	

The rule for posting the CRJ is to Debit the Bank account and Credit all other accounts.

### Cash Payments Journal of Smart Shoe repairs for June 2012

Doc	Day	Details	Fol	Bank	Advertising	Stationery	Sundry Accounts	
							Amount	Details
01	1	Argus		350	350			
02	5	PNA		45		45		
03		Cash		500			500	Wages
04	9	Cash		1 000			1 000	Drawings
				1 895	350	45	1 500	
				Cr	Dr	Dr	Dr	

The Rule for posting the CPJ is to Credit the Bank account and Debit all other accounts.

**NB!** When we post to the journals, it is important that we get the dates correct. If we are posting a column total, then we use the last day of the month. If we are posting from the sundries column, then we use the actual date of the transaction.

Question: Why is the total of the CRJ's Bank column posted to the **debit side** of the Bank account, while the CPJ's Bank column total is posted to the **credit side** of the Bank account?

**General Ledger of Smart Shoe Repairs for June 2012**

**Balance Sheet Section**

**Capital Account**

Date	Details	Fol	Amount	Date	Details	Fol	Amount

**Drawings**

Date	Details	Fol	Amount	Date	Details	Fol	Amount

**Bank Account**

Date	Details	Fol	Amount	Date	Details	Fol	Amount

**Nominal Section**

**Current income**

Date	Details	Fol	Amount	Date	Details	Fol	Amount

**Advertising**

Date	Details	Fol	Amount	Date	Details	Fol	Amount

**Wages**

Date	Details	Fol	Amount	Date	Details	Fol	Amount

**Stationery**

Date	Details	Fol	Amount	Date	Details	Fol	Amount

**Cash Float**

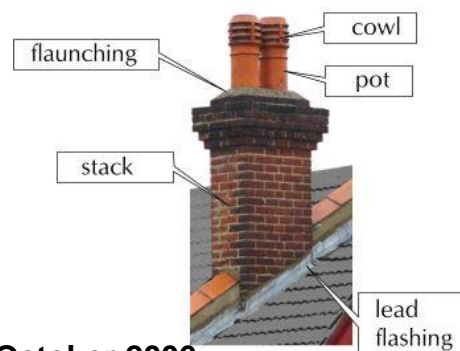
Date	Details	Fol	Amount	Date	Details	Fol	Amount

**Rent Paid**

Date	Details	Fol	Amount	Date	Details	Fol	Amount

## Your First Posting exercise

Study the information provided and answer the questions that follow:



### Cash Receipts Journal of Jack Black Chimney sweeps for October 2006

Doc	Day	Details	Analysis	Bank	Current Income	Amount	Details of Sundry
24	1	Capital	<b>50000</b>	<b>50000</b>		<b>50 000</b>	Capital
25	3	Cash	<b>650</b>	<b>650</b>	<b>650</b>		
26	12						
27	12	Cash	<b>1040</b>	<b>1040</b>	<b>1040</b>		
28	27	Cash	<b>500</b>	<b>500</b>	<b>500</b>		
		Total in this line					
				+	+	+	
				DR	CR	CR	

Posting Rule:

### Cash Payments Journal of Jack Black Chimney sweeps for October 2006

Doc	Day	Details	Bank	Wages	Materials	Amount	Details of Sundry
45	1	Fire for Hire	<b>250</b>		<b>250</b>		
46	5	Cash	<b>1000</b>	<b>1000</b>			
47	6	Steel n more	<b>300</b>		<b>300</b>		
48	10	Cash	<b>1200</b>	<b>1200</b>			
49	16						
50	25	Lets Stay	<b>1000</b>			<b>1000</b>	Rent Expense
		<b>Total in this line</b>					
			-	+	+	+	
			CR	DR	DR	DR	

Posting Rule:

The following transactions were not recorded:

- 12 J. Jazz paid the rent for the space that he sub-lets form Jack Black, R300, issued receipt 26.
- 16 Paid the Cape Times R300 for advertising with cheque no. 49.

# The General Ledger of Jack Black Chimney Sweeps for October 2006

## Balance Sheet Section

### Capital Account

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

### Bank Account

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

## Nominal Section

### Current Income

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

### Rent Income

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

### Materials

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

### Advertising

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

### Wages

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

### Rent Expense

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount



## Instructions and Questions:

1. Write down the posting rules for the CRJ and the CPJ (**do this under each journal**)
2. Above each of the ledger accounts write the letters (**A, E, I, or L**) to indicate whether the account is an **Asset, Expense, Income or Liability**.
3. Put a + or a – sign on the debit and credit sides of each account. (Base this on what type of an account it is.)

Remember:

Assets		Expenses	
Get bigger (+) on the debit side.	Get Smaller (-) on the credit side.	Get bigger (+) on the debit side.	Get Smaller (-) on the credit side.
Incomes		Liabilities	
Get Smaller (-) on the credit side.	Get bigger (+) on the debit side.	Get Smaller (-) on the credit side.	Get bigger (+) on the debit side.

4. Some of the posting has been done for you. Complete the General Ledger by posting from the CRJ and the CPJ.

## Some helpful tips when posting:

1. Post journal by journal. That means post the CRJ and when that is fully posted, then move onto the CPJ.
2. Post from the left to the right. I.e. post the Bank column first, then move onto the next column right.
3. Analysis column is for calculation only and thus does not get posted!
4. If there is a column post the total to the relevant account. The date used in the General ledger will be the last day of that particular month.
5. Amounts in the Sundry columns will be posted after the columns have been posted, use the date on which the transaction took place.
6. **Except for the Bank account...** We always write **BANK** in the details column when posting. This is because we are dealing with **CASH** transactions and the money is either going into or out of the **BANK ACCOUNT**.
7. In the **BANK** account on the debit side **DETAILS** column we write **TOTAL RECEIPTS** (this is from the total of the bank column in the CRJ and is thus the total that we received.)
8. In the **BANK** account on the credit side **DETAILS** column we write **TOTAL PAYMENTS** (this is from the total of the bank column in the CPJ and is thus the total that we paid.)



## Posting by yourselves...

### Introduction:

You have two journals that need to be 'posted' to the General Ledger, the Cash Receipts and the Cash Payments Journals. When you 'post', you are transferring a summary of the journals to the General Ledger. This is done by transferring the totals of the various columns, not each transaction. The exception to this is the Sundry Column, where each transaction is transferred.

### Step one: Posting the Cash Receipts Journal (CRJ)

1. **Total the bank column.** Now, write this total in the amount column on the **debit side** of the **Bank Account** (*Next to Total Receipts*) This shows that there is more money in the bank account.
2. **Total the Current Income column.** Now, write this total in the amount column on the **credit side** of the **Current Income** Account (*Next to Bank*) This shows that we have earned money for performing a service. In the date columns we write 'Oct31' as this is the total for the month.
3. Now we move on to the **Sundries Column**. There is only one entry, **R50 000 for Capital**. This needs to be posted to the **Capital Account**. Capital is an Income, therefore it increases on the **credit side**, so we write **50 000** in the amount column on the **credit side** of the capital account. In the Fol (*which stands for folio*) we write CRJ, because we are posting from the CRJ.

**End of round 1**

### Step two: Posting the Cash Payments Journal (CRJ)

1. **Total the bank column.** Now, write this total in the amount column on the **credit side** (*minus side!*) of the Bank Account (*Next to Total Payments*) This shows that there is less money in the bank account.
2. **Total the wages column.** Now, write this total in the amount column on the **debit side** of the Wages Account. In the details column write '**BANK**' to show where the money came from.
3. **Total the Materials column.** Now, write this total in the amount column on the debit side of the Materials Account. In the details column write '**BANK**' to show where the money came from. In the Fol column write CPJ and in the Date columns write Oct 31.
4. Now we move on to the **Sundries Column**. There is only one entry, **R1 000 for Rent Expense**. This needs to be posted to the **Rent Expense Account**. It is an expense, therefore it increases on the **Debit side**, so we write 1 000 in the amount column on the **Debit side of the Rent Expense account**. In the Fol (*which stands for folio*) we write CPJ, because we are posting from the CPJ. In the Details column we write **BANK** to show where the money came from to pay the rent, and in the date column we write Oct 25, the date the transaction took place.

**The End**

Post the cash journals of Weedfree Garden Services to their General Ledger for June 2007

CASH RECEIPTS JOURNAL OF WEEDFREE GARDEN SERVICES - JUNE 2007											CRJ1	
										SUNDRY ACCOUNTS		
DOC NO	DAY	DETAILS	FOL	ANALYSIS OF RECEIPTS		BANK		CURRENT INCOME		AMOUNT	FOL	DETAILS
G1	1	Paul Green		23500	00	23500	00			23500	00	B1 Capital
CS1	9	Cash		3500	00			3500	00			
CS2	14	Cash		1300	50	4800	50	1300	50			
						28300	50	4800	50	23500	00	

CASH PAYMENTS JOURNAL OF WEEDFREE GARDEN SERVICES - JUNE 2											CPJ1	
										SUNDRY ACCOUNTS		
DOC NO	DAY	NAME OF PAYEE	FOL	BANK		EQUIPMENT		AMOUNT		FOL	DETAILS	
Q1	4	Municipality		569	00			569	00	N2	Licence	
Q2	6	Stockfeld Garden Suppliers		14569	89	14569	89					
Q3	11	Cash		20	47			20	47	N4	Materials	
Q4	11	Bellcom		64	00			64	00	N3	Telephone	
Q5	15	Cash		112	99			112	99	N4	Materials	
Q6	17	Smith & Co		1116	00	1116	00					
Q7	22	Bellcom		63	50			63	50	N3	Telephone	
				16515	85	15685	89	829	96			

**General Ledger of Weedfree Garden Services for June 1997**  
**Balance Sheet Section**

**Capital Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Equipment Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Bank Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Nominal Section**

**Current Income**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Materials**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**License**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Telephone**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

Post the cash journals of Rent-a-Taxi to their General Ledger for April 2007

CASH RECEIPTS JOURNAL OF RENT-A-TAXI - APRIL 2007										CRJ1		
										SUNDRY ACCOUNTS		
DOC NO	DAY	DETAILS	FOL	ANALYSIS OF		BANK		CURRENT INCOME		AMOUNT	FOL	DETAILS
RR1	1	Bongani Petersen		500000	00	500000	00			500000	00	B1 Capital
CR1	10	Services Rendered		10000	00	10000	00	10000	00			
CR2	16	Services Rendered		4600	00			4600	00			
RR2	16	All Blues Rugby Union		5900	00	10500	00	5900	00			
CR3	30	Services Rendered		9742	86	9742	86	9742	86			
				530242	86			30242	86	500000	00	

CASH PAYMENTS JOURNAL OF RENT-A-TAXI - APRIL 2007										CPJ1		
										SUNDRY ACCOUNTS		
DOC NO	DAY	NAME OF PAYEE	FOL	BANK		REPAIRS TO VEHICLES		WAGES		AMOUNT	FOL	DETAILS
C1	2	Sam Golding Property Agents		4000	00					4000	00	N4 Rent
C2	5	Otkins Moyota		200000	00					200000	00	B2 Vehicles
C3	7	Cash		7000	00			7000	00			
C4	11	Cash		7500	00			7500	00			
C5	11	PB Motors		2000	00	2000	00					
C6	20	Slow Spur		230	67					230	67	N5 Materials
C7	25	Shall Motor Dealers		13000	00	700	00			12300	00	B2 Vehicles
C8	30	Cash		7000	00			7000	00			
C9	30	Jo Watson		5500	00					5500	00	N6 Salary
				246230	67	2700	00	21500	00	222030	67	

**General Ledger of Rent a Taxi for April 2007**  
**Balance Sheet Section**

**Capital Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Vehicles Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Bank Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Nominal Section**

**Current Income**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Materials**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Repairs to Vehicles**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Wages**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Rent Expense**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Salary**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Additional (revision) exercise:**

**Cash Receipts Journal of Heldskoon Car Wash for February 2013**

Doc	Day	Details	Fol	Analysis	Bank	Current Income	Sundry Accounts	
							Amount	Details
01	1	H. Mclean		<u>25 000</u>	25 000		25 000	Capital
02	4	Cash		<u>800</u>	800	800		
03	6	Cash		<u>2 300</u>	2 300	2 300		
04	9	Cash		<u>3 500</u>	3 500	3 500		
05	11	Cash		<u>1 800</u>	1 800	1 800		
06	13	Cash		<u>600</u>	600	600		
07	19	Cash		<u>3 900</u>	3 900	3 900		
08	22	Cash		<u>2 000</u>	2 000	2 000		
09	25	Cash		<u>6 000</u>	6 000	6 000		
					DR	CR	CR	

When we 'post' the Cash Receipts Journal to the General Ledger, we are in fact summarizing the journal. Thus we only post the total of the Bank column to the debit side of the Bank account, and the total of the current income column to the current income account. The amounts in the sundry columns need to be posted individually.

**Cash Payments Journal of Heldskoon Car Wash for February 2013**

Doc	Day	Details	Fol	Bank	Equipment	Materials	Sundry Accounts	
							Amount	Details
01	2	Cash		10 000	10 000			
02	3	Cash		6 500		6 500		
03	5	Cash		500			500	Wages
04	8	Cash		5 000	5 000			
05	10	Cash		190		190		
06	12	Cash		1 000	1 000			
07	16	Cash		1 000			1 000	Wages
08	17	Cash		300		300		
09	18	Cash		50			50	Stationery
10	21	Cash		450			450	Telephone
11	23	Cash		3 000			3 000	Rent expense
12	24	Cash		1 750			1 750	Water & Elec
13	26	Cash		500			500	Wages
14	27	H. Mclean		5 000			5 000	Salaries
				Cr	DR	DR	DR	

The same posting rules apply to the cash payments journal, if we are posting a column, we only post the column's total, and sundry columns get posted individually

**NB! – DATES** When posting a column total, we use the last day of the month as the date. If we are posting from sundries, we use the date that the transaction took place on.

General Ledger of Heldskoon Car Wash for February 2013

**Balance Sheet Section**

**Capital Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Equipment Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Bank Account**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Nominal Section**

**Current Income**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Materials**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Rent Expense**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Telephone**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Wages**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Water and Electricity**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount

**Stationery**

Month	Day	Details	Fol	Amount	Month	Day	Details	Fol	Amount